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**TA-53 Procedure**

**Control of Administrative Keys**

53 FMP 123-02.1

Effective date: August 30, 1996

## APPROVALS

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## 1.0 Introduction

Providing a secure system of locks that employees can use to ensure the protection of Laboratory property and equipment is the responsibility of the Facility Manager. It is also the responsibility of the Facility Manager to ensure that Los Alamos emergency response organizations can gain access to the facility and its structures. Administrative cores and keys issued by the LANL lockshop are used for general property protection and privacy purposes. The TA-53 Facility Management Office is installing a new lock series, the MPF series, that will eventually be the only lock series used at the facility for areas requiring access by emergency responders or facility management personnel. Because of financial constraints the new lock series is being phased in over an approximately 3-year period. Recoring began with the key/core series under the least control, namely the MP and AT series. Lock series belonging to other TA-53 tenant organizations will continue to be used until funding for their replacement is available. Effective June 1996, the Facility Management Office assumed control of the LANS-1–16 series of keys/cores used at the Manuel Lujan Jr. Neutron Scattering Center (MLNSC).

## 2.0 Purpose

The purpose of this procedure is to state the policy and procedures governing the issuance and control of administrative keys for the MPF and LANS series of Laboratory locks.

## 3.0 Scope

This Procedure applies only to administrative keys within the MPF and LANS series of locks, *i.e.*, keys stamped MPF-17 through MPF-128 and LANS-1 through LANS-16. Issuance of *controlled* administrative keys within the MPF and LANS series, such as are used on Protected Outlet Boxes, is not covered by this procedure, nor is issuance of keys for tenant organization locks (other than LANS), such as those within the AT, MP, or P series. Eventually, all non-MPF locks at the facility will be phased out.

## 4.0 Definitions

**Administrative lock** — A lock used for administrative control of access to Laboratory facilities, buildings, rooms, storage containers, etc., where there are no concerns for classified information, Special Nuclear Material, or Protected Distribution Systems.

**Authorization in writing** — A permanent record of the sub-series line manager's permission to issue a key or delegate authority. Authorizations in writing may be made by memo, hand-written note, or by e-mail, and will be retained by the key/core custodians.

**Inventory** — A complete accounting of the keys and cores issued to the primary key/core custodian for a lock series. The inventory must include keys and cores on

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hand, verification of locations of cores and possessors of keys, and examination of Key Control Cards with signatures of the key recipients. An inventory of all cores and keys in the MPF and LANS series will be done as requested by FSS-10.

**Primary Key/Core Custodian** — An individual designated by the Facility Manager to originate all core and key requests for the MPF and LANS lock series to the LANL lock shop. Keys and cores are fabricated by the JCI locksmith and issued to the primary custodian.

**Primary lock and key** — One of the four locks in a sub-series designated by the sub-series line manager for general purpose use within the organization. Unless the sub-series line manager indicates otherwise the primary lock will be the lowest numbered lock in a sub-series.

**Sub-master key** — A key that will open multiple locks within a lock series. Sub-masters for Laboratory lock series cover contiguous groups of 4, 16, and 64 keys.

**Sub-Series** — a group of four locks with consecutive numbers for which a sub-master key is available. Most tenant organizations at TA-53 have been assigned a sub-series within the MPF series. For example, AOT-DO has been assigned keys and cores marked MPF-17 through MPF-20.

**Sub-Series Line Manager** — The ranking employee *at the facility* within each tenant organization. The position of sub-series line manager may be delegated by sending written authorization to the primary key/core custodian. Sub-series line managers are listed in Attachment 1.

## 5.0 Responsibilities

Facility management personnel, sub-series line managers, and facility tenants and key holders have the following responsibilities:

<b>If you are...</b>	<b>you will...</b>
the Facility Manager	<p>designate a primary key/core custodian and alternate custodians for the MPF and LANS lock series.</p> <p>assign sub-series from the MPF series to tenant organizations at the facility.</p> <p>establish internal procedures for MPF and LANS series key/core control.</p>
the Primary Key/Core Custodian	<p>place orders for the fabrication of keys and cores and the installation of cores with the LANL lock shop.</p> <p>receive keys from the locksmith and distribute them to other key custodians.</p> <p>keep storage cabinets containing keys</p>

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	and cores locked when unattended. brief key recipients regarding procedures for safeguarding keys.
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<b>If you are...</b>	<b>you will...</b>
the Primary Key/Core Custodian (continued)	<p>maintain records as described in Section 8.</p> <p>provide key/core inventory and control procedures to FSS-10 as requested.</p> <p>report lost/misplaced keys to FSS-10.</p> <p>turn unneeded keys in to the lock shop.</p>
an Alternate Key/Core Custodian	<p>control and account for keys and cores by means of the lock series designation and serial number stamped on each key and core.</p> <p>keep key storage cabinets locked when unattended.</p> <p>brief key recipients regarding procedures for safeguarding keys.</p> <p>maintain records as described in Section 8.</p>
a sub-series line manager or designee	<p>authorize the key custodians to issue keys from within your organization's sub-series to specific individuals, inside or outside of your organization.</p> <p>inform the Primary Key/Core Custodian when keys from your sub-series should <u>not</u> be issued to the custodial foreman or BUS Property Administrators.</p> <p>recall keys from employees/visitors who transfer or are terminated.</p>
a holder/recipient of an MPF or LANS-series key	<p>protect your keys as you would any Laboratory property.</p> <p>acknowledge receipt of each key by signing the Key Control Card.</p> <p>report lost or misplaced keys immediately to the Primary Key Custodian.</p> <p>return keys to a key custodian when you transfer to another facility, terminate employment or affiliation with the Laboratory, or as requested by Laboratory management.</p>

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## 6.0 Precautions and Limitations

Use of administrative keys and cores from the MPF and LANS series (and older series such as AT and MP) for safety-related purposes is subject to the requirements of 53 FMP 106-01, *Control of Safety-Related Keys and Locks*.

## 7.0 Procedural Steps

### 7.1 Assignment and Use of Locks

Organizations resident at TA-53 have each been assigned a 4-lock sub-series within the MPF lock series. Assignments are given in Attachment 1. The first lock of each sub-series, known as the *primary lock*, should be used as a general purpose lock for the organization. It is expected that most, if not all, of the employees and guests of an organization will use this lock for most purposes. The sub-series line manager may choose to use the other three locks in the series for any other appropriate administrative purpose. For example, some organizations have chosen to restrict access to their group office by using one of the other locks on group office space. MLNSC management has chosen to designate each key/core within the LANS series for use within a specific type of space within their part of the facility, i.e., offices, equipment rooms, laboratories, radioactive material storage areas, etc. To minimize the cost of recoring should a key be lost, the number of cores/keys in any one of the series will be kept to a minimum. Costs of recoring required due to lost keys will be borne directly by the facility tenant organizations. Sub-series line managers should keep this in mind as they authorize issuance of their keys. As personnel assignments change, sub-series line managers will make an effort to ensure that unneeded keys are returned to the key custodians.

### 7.2 Issuing Keys

The minimum number of keys necessary for tenants to effectively perform their assignments at the facility will be distributed. The TA-53 Facility Manager is the key/core manager for the MPF and LANS lock series, and has designated a primary key/core custodian for both series. Other personnel associated with the facility management team have been trained as alternate key/core custodians and will also issue keys. A list of key/core custodians and their locations is given in Attachment 2. With the concurrence of the primary key/core custodian, other Laboratory personnel with current key/core custodian training may be designated to issue keys within specific sub-series. A record of such designations will be kept by the Facility Manager.

#### 7.2.1 Single-Lock Keys

Keys from an organization's sub-series will be issued only with the written authorization of the sub-series line manager or designee. Blanket authorizations are permitted, provided that the scope of the blanket authorization is clear.

**Exceptions:** Primary keys from organization's sub-series will be issued to facility management personnel as described in Section 7.2.3. Keys will be issued to the JCI Custodial Services foreman as described in Section 7.2.4. Keys will be issued to BUS Property Administrators as described in Section 7.2.5.

## 7.2.2 Master Keys

Sub-Master keys for Laboratory lock series are available in 64, 16, and 4-key groupings. No 64-key sub-master keys are available for the MPF lock series. Three sets of 16-key sub-master keys will be made for the MPF and LANS series. They will be issued to FSS-20 for placement in the emergency response Knox lock box at the facility, to the facility owner, and to the Facility Management Office where they will be kept for emergency use.

Four-key sub-master keys will be issued by key custodians only with written authorization from the cognizant sub-series line manager.

## 7.2.3 Facility Management Personnel

Facility Management Team members will be issued such primary keys from the MPF and LANS sub-series as are needed to perform their assigned job duties. Such personnel include the Facility Manager, Building Managers, Maintenance Coordinator, and selected ESH Staff and Radiation Control Technicians. Facility management personnel will not be issued other (non-primary) keys from sub-series without sub-series line manager authorization.

## 7.2.4 Custodial Services

The primary key/core custodian will issue keys for areas requiring custodial services to the Laboratory Support Services Contractor Custodial Services foreman. As many keys as needed to build the key sets described below will be issued.

**Note:** Sub-series line managers who do not want keys from their organization's sub-series issued to the custodial foreman must notify the primary key/core custodian. In such cases the line manager is waiving custodial service performed after normal working hours in areas where access is controlled by those keys.

The foreman will keep one complete set of keys secured in his TA-53 office. Additional keys will be distributed on key rings, such that each ring contains all the keys necessary to clean a defined service area or building. These key rings will be kept in lock boxes in designated janitorial closets. The lock boxes will have identical locks.

JCI will issue keys for the lock boxes to the custodians responsible for each service area. The MPF and LANS-series keys on the key rings will remain the responsibility of the Custodial Foreman.



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### 7.2.5 Property Administrators

The primary key/core custodian will issue keys for areas requiring access for the purposes of conducting controlled property inventories to all BUS Property Administrators assigned to tenant organizations.

**Note:** Sub-series line managers who do not want keys from their organization's sub-series issued to Property Administrators must notify the primary key/core custodian. In such cases the line manager must provide an alternate means of access, such as someone to accompany the Property Administrator(s) as needed for inventory purposes.

## 7.3 Access to Buildings

Single-organization buildings (buildings occupied by only one of the tenant organizations) will have their exterior doors cored with the primary lock of the organization's sub-series. Access to these buildings will thus be restricted to those whom the sub-series line manager has authorized in writing, and facility management personnel.

Large, multi-organization office buildings have badge readers installed on selected entrances<sup>1</sup>. During normal working hours the badge reader systems are programmed to allow access without requiring a Laboratory badge to be read. After-hours access through badge reader-controlled entrances will be restricted to badge holders on approved access lists. Primary locks of the major building tenant organizations are installed in all exterior doors without badge readers, and on bypass switches for the badge readers, for use if the badge reader system is not functioning. To the extent possible, each of the tenant organizations has its primary lock at the location of at least one of the exterior doors. In this way, should the badge reader system not be operating, building occupants need only proceed to the nearest entrance with their organization's primary core to gain entry to the building.

## 7.4 Facility Access

After-hours access through the TA-53 entrance gate is gained by means of a badge reader. When the badge reader system is not working, access is provided by the use of one of the following keys: MP-1, AT-1, or LANS-1. In the future, some means to provide access to all holders of MPF series keys will be found. Until then personnel working at TA-53 should retain the key that they have for this purpose

## 7.5 Use of MPF-Series Keys/Cores Outside of TA -53

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<sup>1</sup> Use of badge readers for building access will be phased in as funds allow. As of the date of this document badge readers have been installed for MPF-1, MPF-6, MPF-16, MPF-28, MPF-31, and MPF-622. Until at least one badge reader is installed on a multi-tenant building, entrance door cores will not be changed to the MPF series.

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TA-53 tenant organizations occupying space within other LANL Facility Management Units (FMUs) may wish to use cores from the MPF series in their locks at those facilities. Such use is permitted, provided the tenant organization obtains the agreement of the other Facility Manager and provides a copy of the agreement and any conditions set by the other Facility Manager to the Primary Key Custodian.

## 8.0 Required Records

For each key that they issue key custodians will create a record that includes the key series, the key number, the name, Z number, and organization of the person to whom the key was issued, and the date on which the key was issued. The Los Alamos National Laboratory Key Control Card or a facsimile thereof shall be used for this purpose. The signature of the recipient shall be obtained on the record for each key issued. When a key is returned, the date shall be noted on the key issue record and the custodian shall initial the record in the space provided in the presence of the key holder.

In addition to the paper record, the key custodians will enter records of MPF and LANS keys issued into the Laboratory's centralized key/core database maintained by FSS-10. In addition to the key records the primary key custodian will keep records of the total number and exact location of all MPF and LANS-series cores in the Laboratory's centralized lock core database.

The key custodians will retain all written authorizations from sub-series line managers authorizing keys to be issued from their sub-series. Authorizations in the form of e-mail will be printed and filed.

The Primary Key/Core Custodian will retain all notices from sub-series line managers prohibiting issuance of keys to the custodial foreman and Property Administrators. Authorizations in the form of e-mail will be printed and filed.

The Facility Management Office will retain copies of documents appointing key/core custodians, and copies of FM authorizations for facility management team members to be issued primary keys from organizational sub-series.

## 9.0 References

Los Alamos National Laboratory Security Manual, SM-9-10, Physical Security, October 1992.

Los Alamos National Laboratory Property Protection Program, June 6, 1994.

53 FMP 106-01, *Control of Safety-Related Keys and Locks*, (most recent version)

DOE Order 5632.6, *Physical Protection of DOE Property and Unclassified Facilities*, November 20, 1992.

## 10.0 Attachments

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Attachment 1, MPF/LANS Lock Series—Sub-Series Assignments

Attachment 2, MPF/LANS Lock Series—Key/Core Custodians

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## MPF/LANS Lock Series—Sub-Series Assignments

Organization	Key/Core Series	Sub-Series Line Manager/Designee
AOT-1	MPF-25–28	Andrew Jason/Dale Schrage
AOT-2	MPF-29–32	Oscar Sander/Linda Simon
AOT-4	MPF-33–36	Kenneth Johnson/Wayne Vanderham
AOT-5	MPF-37–40	Michael Lynch/John Lyles/Amy Regan
AOT-6	MPF-41–44	Martha Zumbro/Floyd Gallegos
AOT-7	MPF-45–48	Richard Werbeck
AOT-8	MPF-49–52	Michael Thuot/Karen Collier
AOT-9	MPF-53–56	Michael Fazio/Richard Wheeler
AOT-DO	MPF-17–20	Lorraine Stanford/Jerry Watson
AOT-FM	MPF-21–24 MPF-81–84 MPF-89–92	Richard Ryder/Barbara Weintraub (all) Alberto Martinez, FSS-9 (MPF-24 only) Eppie Trujillo, BUS-4 (MPF-82 only) Melinda Gutierrez (MPF-84 only)
CST-11	to be assigned	to be determined
ESA-DE	MPF-61–64	Timothy Thompson/Tony Gomez
ESH-1	MPF-69–72	L. Scott Walker/Bernie Weber
ESH-2	to be assigned	to be determined
LANSCE/ER	MPF-57–60 MPF-77–80 (PDLER = MPF-57, LER/ADTT = MPF-58, LER/APT = MPF-59-60, MPF-77–80)	PDLER = Kathy Salgado LER/ADTT = Gary Doolan/Trish Smith LER/APT (MPF-59) = Paul Lisowski/Arlene Lopez LER/APT (MPF-60) = Jim Knudson LER/APT (MPF-77–80) = Dennis Mack/Dave Chastain
MLNSC	LANS-1–4 LANS-5–8 LANS-9–12 LANS-13–16	Joyce Roberts/Greg Smith
MST-4	MPF-85–88	Walt Sommer
P-23	MPF-65–68	Geoff Greene/Frank Cverna/Bruce Takala
P-25	MPF-73–76	Jim Amann/Sheena Wadlinger
X-3	to be assigned	to be determined

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### **MPF/LANS Lock Series—Key/Core Custodians**

	<b>Name</b>	<b>Group</b>	<b>Location</b>	<b>Phone</b>
Primary Custodian	Susie Scoggins	AOT-4	MPF-31-173	5-2879
First Alternate	Pamela Vigil	AOT-FM	MPF-882- 103	5-2584
Alternate Custodians	Becky Fernandez	AOT-FM	MPF-1-B100	7-7396
	Richard Ryder	AOT-FM	MPF-882- 101	7-2936
	Sheena Wadlinger (MPF-73–76 only)	P-25	MPF-1-A144	7-6941
	Bruce Takala (MPF-65–68 only)	P-23	MPF-1-D109	5-2029